

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO  
Director

LISA NUÑEZ  
Chief Deputy



Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

February 20, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AMEND THE  
GAIN VOCATIONAL INTERMEDIARY AND DIRECT SERVICES AGREEMENT  
TO PROVIDE OFF-CAMPUS WORK STUDY  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Delegate authority to the Director of the Department of Public Social Services (DPSS) to execute an Amendment, substantially similar to the enclosed amendment, to the GAIN Vocational Intermediary and Direct Services Agreement with the City of Hawthorne. The Amendment provides off-campus Work Study to an estimated 350 CalWORKs participants effective February 27, 2007 through June 30, 2007 at an estimated cost of \$510,372, funded through CalWORKs Single Allocation.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Amendment enables CalWORKs participants, who are enrolled in a community college, to gain a minimum of 20 weekly hours of paid work experience in a public setting related to their course of study. Partners in this Work Study program include: the Community Colleges, DPSS, Los Angeles County Office of Education, Los Angeles Unified School District, California State Polytechnic University at Pomona, and the City of Hawthorne.

The Temporary Assistance for Needy Families (TANF) reauthorization released in June 2006 requires California to meet new federal work participation rates. In an effort to increase the work participation rates, the State provided Community Colleges with \$9 million for FY 2006-07 for the Work Study program. The funding requires that Work Study occur off-campus at a public agency and that Community Colleges pay 75 percent of the student's wage, while participating public agencies absorb the remaining 25 percent.

In Los Angeles County, 18 Community Colleges received sufficient funding for approximately 350 students, Countywide. The Community Colleges will fund 75 percent of participant wages. DPSS utilizing CalWORKs Single Allocation, will fund the remaining 25 percent and costs for payroll services. Off-campus Work Study involves at least 20 hours of subsidized employment each week and is a federally countable activity for TANF Reauthorization purposes. It is to the County's advantage to utilize this program to the fullest extent possible.

Work Study is an extension of the current Transitional Subsidized Employment (TSE) program. On March 4, 2003, the Board approved the implementation of the TSE program under the GAIN Vocational Intermediary and Direct Services Agreement. The current contract period for this Agreement is July 1, 2004 through June 30, 2007.

TSE assists CalWORKs participants to secure unsubsidized employment through participation in paid work experience, on-the-job and vocational classroom training. Since the program's inception, 2,663 participants have been enrolled in TSE, 1,860 (70%) have completed the program, and 1,204 (65%) of those who completed the program have been placed into unsubsidized employment. The City of Hawthorne has consistently provided quality and effective services and continues to be a viable partner in assisting GAIN participants to become self-sufficient.

Board approval is required as the maximum contract amount will be increased in the amount of \$510,372, allocated for off-campus Work Study, which exceeds 15 percent of the original contract amount of \$2,766,956. Subsequent to the original contract amount, the Board approved additional funding for the TSE program resulting in a total contract amount of \$14,680,956 for the three-year term of the Agreement. The funding of \$510,372 for Work Study increases the maximum contract amount to \$15,191,328.

#### Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #5; Children and Families' Well-Being, to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

### **FISCAL IMPACT/FINANCING**

The estimated cost to extend the TSE program to include Work Study effective February 27, 2007 or one day after Board approval, whichever is later, through June 30, 2007 is \$510,372, funded through CalWORKs Single Allocation. There is no additional net County cost impact after the required CalWORKs Maintenance of Effort is met. The cost of this program is included in the Department's FY 2006-07 Adopted Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Chief Administrative Office has approved this letter. County Counsel has approved the enclosed amendment as to form.

The GAIN Vocational Intermediary and Direct Services Agreement expires on June 30, 2007. DPSS anticipates renewing the Agreement for three years effective July 1, 2007 through June 30, 2010 and expanding the Work Study program for FY 2007-08.

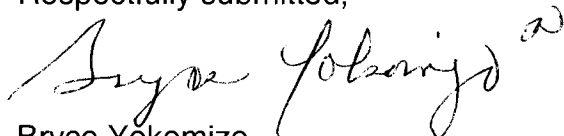
### **IMPACT ON CURRENT SERVICES**

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

### **CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Director of DPSS.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryce Yokomizo", with a small flourish at the end.

Bryce Yokomizo  
Director

BY:ko

Enclosure

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER SIX  
TO THE GAIN VOCATIONAL INTERMEDIARY AND DIRECT SERVICES  
AGREEMENT**

Reference is being made to the document entitled "*GAIN Vocational Intermediary and Direct Services Agreement By and Between County of Los Angeles and City of Hawthorne*" dated June 1, 2004 and further identified as County Contract Number 74892, Amendment Number One, dated June 9, 2004, Amendment Number Two, dated August 17, 2004, Change Notice Number One, dated March 30, 2005, Change Notice Number Two dated April 18, 2005, Amendment Number Three, dated June 30, 2005, Change Notice Number Three, dated November 11, 2005, Amendment Number Four, dated December 29, 2005, Change Notice Number Four, dated April 5, 2006, and Amendment Number Five, dated June 30, 2006, hereinafter referred to as the "Agreement."

Effective February 27, 2007, the Agreement is amended to include Work Study participants in the Transitional Subsidized Employment/Paid Work Experience (TSE/PWE) Program through June 30, 2007, as follows:

**A. TABLE OF CONTENTS, SECTION VI, FURTHER TERMS AND CONDITIONS** is revised to add the following:

- Paragraph 56, Contractor's Certification of Bilingual Staff
- Paragraph 57, No Payment for Services Provided Following Expiration/Termination of Agreement
- Paragraph 58, Shred Documents

**B. TABLE OF CONTENTS** is revised to add the following:

- Attachment B1, Contract Budget
- Attachment B2, Contract Budget
- Attachment B3, Contractor's Budget
- Attachment B4, Contract Budget
- Attachment B5, Contract Budget

**C. SECTION IV - MAXIMUM CONTRACT AMOUNT**, Paragraph 1, is revised as follows:

1. The total maximum amount for this Agreement is \$15,191,328. The maximum contract amount for each fiscal year shall be as follows:

1.1 Fiscal Year 2004-05	\$4,929,521
1.2 Fiscal Year 2005-06	\$4,802,166
1.3 Fiscal Year 2006-07	\$5,459,641

**D. SECTION IV - MAXIMUM CONTRACT AMOUNT**, Paragraph 1, Subparagraph 1.8 is revised as follows:

1.8 Effective July 1, 2006 through June 30, 2007, the contract maximum amount for TSE/PWE is \$4,510,372, included in the FY 2006-07 contract maximum amount in Section IV, Subparagraph 1.3 herein above.

**E. SECTION V - COMPENSATION**, Paragraph 1, Subparagraph 1.1.4 is revised as follows:

1.1.4 The total maximum cost of this Agreement shall not exceed \$15,191,328 as reflected in Section IV, Maximum Contract Amount, herein above.

**F. SECTION VIII- FURTHER TERMS AND CONDITIONS**

Paragraph 58, Shred Documents, is added as follows:

**58. Shred Documents**

Contractor shall ensure that all confidential documents/papers, as defined under State law (including but not limited to Welfare & Institution Code sections 10850 and 17006) relating to this Agreement must be shredded and not put in trash containers when Contractor disposes of these documents/papers. All documents/papers to be shredded are to be placed in a locked or secured container/bin/box and labeled "shred" until they are destroyed. No confidential documents/papers are to be recycled.

Documents for record and retention purposes in accordance with Paragraph 43, Records Retention and Inspection, of the Agreement are to be maintained for a period of five years or longer if required by law.

**G. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 2.0 - DEFINITIONS**

Subparagraphs 2.48, Work Study, and 2.49, Community Colleges, are added as follows:

**2.48 WORK STUDY**

An academic program that enables GAIN registered CalWORKs participants, who are enrolled in a Community College, to gain a minimum of 20 weekly hours of paid work experience while continuing their studies. The employment is temporary in nature and the employer is not expected to retain the participant beyond the work assignment.

## **2.49 COMMUNITY COLLEGE**

Two-year institutions of higher learning that provide vocational training and academic curricula. Admission is open to all students who have graduated from an accredited high school, or passed the California High School Proficiency Exam, or are 18 years old or older.

### **H. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0 , SPECIFIC TASKS**

Paragraph 5.1, Directories, Subparagraph 5.1.1, Subparagraph 5.1.1.11 is added as follows:

5.1.1.11 Work Study Providers

### **I. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0 - SPECIFIC TASKS**

Paragraph 5.3, Inventory, Subparagraph 5.3.6 is revised as follows:

5.3.6 CONTRACTOR shall also list WEX, Work Study, Community-Based Organization Training, Modified Grant Diversion Transitional Subsidized Employment Program, and any and all future subcontracts entered into by other/additional entities receiving CalWORKs referrals, which may be applicable.

### **J. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0, SPECIFIC TASKS**

Paragraph 5.7 is revised as follows:

#### **5.7 TRAINING**

CONTRACTOR shall provide orientation and training to all provider/subcontractor staff such as WEX, Transitional Subsidized Employment/PWE, Work Study, and any and all future subcontractor staff who work directly with CalWORKs participants. The training is to be provided within thirty (30) days from the date of employment for each new staff member, and on an as-needed basis, thereafter.

### **K. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0, SPECIFIC TASKS**

Paragraph 5.8, Transitional Subsidized Employment/Paid Work Experience (PWE), Subparagraphs 5.8.2 is revised as follows:

5.8.2 CONTRACTOR shall give priority in the referral of the above services to adults who have, or are about to reach the CalWORKs five-year time limit and individuals who have recently entered the GAIN/Refugee Employment Program and have not achieved full-time employment.

**L. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0, SPECIFIC TASKS**

Paragraph 5.8, Transitional Subsidized Employment/Paid Work Experience (PWE), Subparagraphs 5.8.8 is revised as follows:

5.8.8 CONTRACTOR shall maintain and update on a monthly basis and provide to DPSS on a monthly basis, or upon COUNTY request, a list of partnering One-Stop Career Centers and Community Colleges.

**M. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0 - SPECIFIC TASKS**

Paragraph 5.8, Transitional Subsidized Employment/Paid Work Experience (PWE), Subparagraph 5.8.13 is revised as follows:

5.8.13 TSE/PWE Intermediary Services

5.8.13.1 CONTRACTOR shall develop a criteria with County approval, for evaluating Worksource Centers, Vocational Education and Employment Training, Community College, and Work Study provider subcontracts.

5.8.13.2 CONTRACTOR shall develop a process for submitting CONTRACTOR's recommendation for COUNTY approval, on entering into subcontracts with Worksource Centers, Vocational Education and Employment Training providers, Modified Grant Diversion Transitional Subsidized Employment providers, Community Colleges, and Work Study providers.

5.8.13.4 CONTRACTOR shall ensure Worksource Centers, Vocational Education and Employment Training, Modified Grant Diversion Transitional Subsidized Employment Program, and Work Study subcontractors conform to federal and State laws and regulations, COUNTY ordinances, the COUNTY's CalWORKs plan, and DPSS policy and procedures as identified in the GAIN Program Handbook.

5.8.13.5 CONTRACTOR shall receive and process all claims for Workers' Compensation injuries or illnesses, which may occur in Worksource Centers, Vocational Education and Employment Training, Modified Grant Diversion Transitional Subsidized Employment Program, and Work Study sites and work with the

State of California Insurance Fund to resolve all claims to the benefit of the COUNTY.

**N. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS, SECTION 5.0 - SPECIFIC TASKS**

Paragraph 5.8, Transitional Subsidized Employment/Paid Work Experience (PWE), Subparagraph 5.8.16, Community Colleges, is added as follows:

5.8.16 CONTRACTOR shall ensure that its Community College and Work Study subcontractors immediately notify the GAIN liaison if and when the participant does not attend or decides to drop the program.

**O. SECTION 6.0 - TECHNICAL EXHIBITS, TECHNICAL EXHIBIT 6.0, ATTACHMENT Ib**

Performance Requirements Summary Chart, Reference-Statement of Work Subsection 5.8.8, Standard, attached hereto, is revised as follows:

Maintain and update on a monthly basis and provide to DPSS on a monthly basis, or upon COUNTY request, a list of partnering One-Stops and Community Colleges.

**P. SECTION 6.0 - TECHNICAL EXHIBITS, TECHNICAL EXHIBIT 6.0, ATTACHMENT Ib**

The Performance Requirements Summary Chart, Reference-Statement of Work Subsection 5.8.16 is added and attached hereto.

**Q. SECTION 6.0 - TECHNICAL EXHIBITS, TECHNICAL EXHIBIT 6.3**

Transitional Subsidized Employment/Paid Work Experience (PWE) Flow Chart is deleted in its entirety and replaced with the Technical Exhibit 6.3, Transitional Subsidized Employment/Paid Work Experience (PWE) Flow Chart, attached hereto.

**R. ATTACHMENT B5 - CONTRACT BUDGET**

Attachment B5, is added and is a supplement to Attachment B4, for the period February 27, 2007 through June 30, 2007 for Work Study. Attachment B5 is attached hereunder.

**S. ATTACHMENT H - SAMPLE MONTHLY INVOICE**

Sample Monthly Invoice Page 7 is added to Attachment H, Sample Monthly Invoice (attached hereto), to reflect Work Study.

All other terms and conditions of the Agreement remain in full force and effect.



IN WITNESS WHEREOF, this Amendment Number Six is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2007. The person signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Bryce Yokomizo, Director  
Department of Public Social Services

CITY OF HAWTHORNE

By \_\_\_\_\_  
Jag Pathirana, Interim City Manager  
City of Hawthorne

APPROVED AS TO FORM:  
RAYMOND G. FORTNER, JR.  
COUNTY COUNSEL

By \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO FORM:

By \_\_\_\_\_  
City Attorney

# PERFORMANCE REQUIREMENTS SUMMARY (PRS)

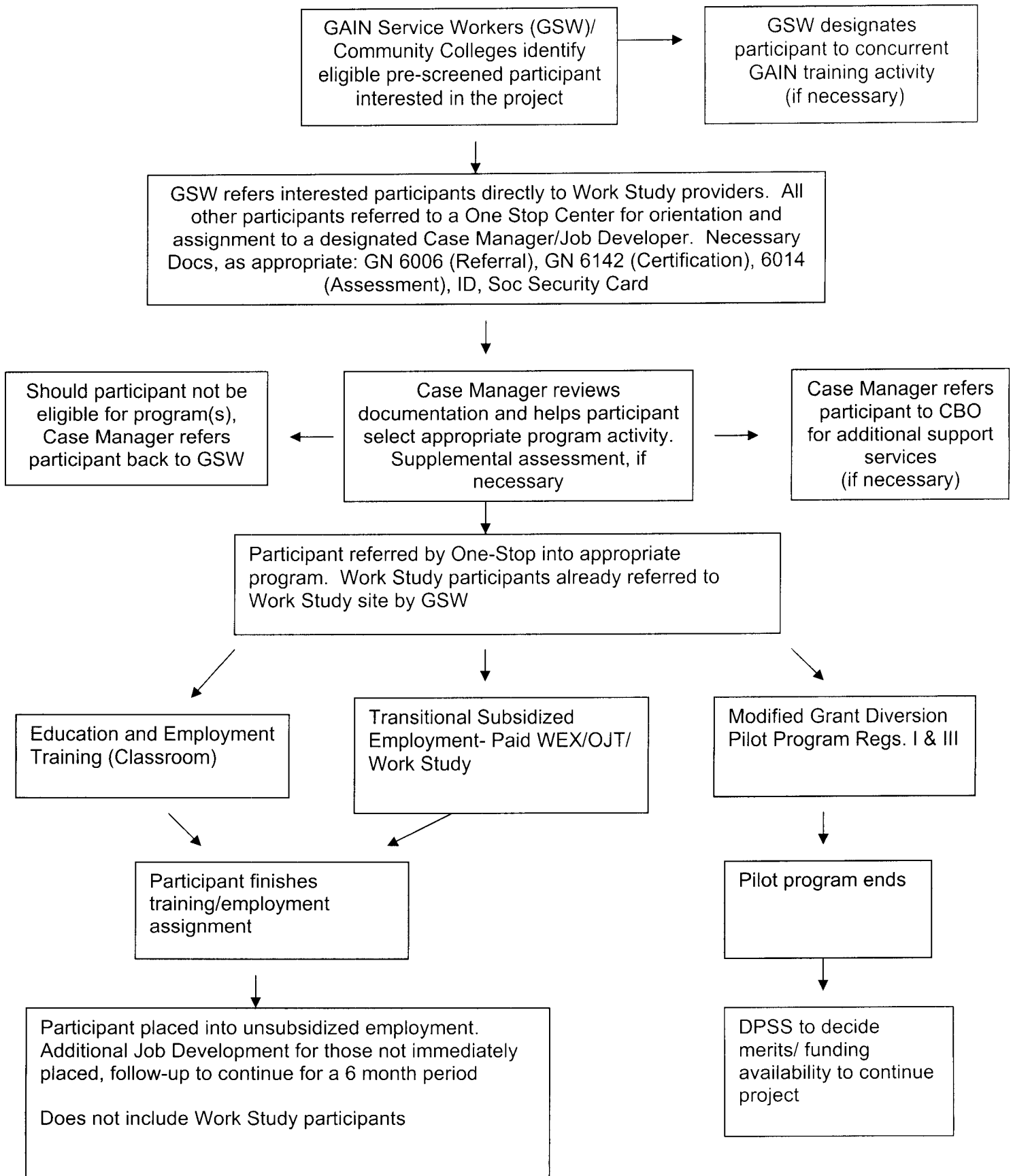
Technical Exhibit 6.0, Attachment 1b

REFERENCE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION (AQL)	METHOD OF MONITORING	MONTHLY UPI POINTS FOR EXCEEDING THE AQL
Statement of Work Subsection 5.8.8	Maintain and update on a monthly basis and provided to DPSS on a monthly basis, or upon COUNTY request, a list of partnering One-Stops and Community Colleges.	0.0 %	100% Review/ MMR	5 points per each list not updated monthly and/or provided to GAIN liaison

## PERFORMANCE REQUIREMENTS SUMMARY (PRS)

REFERENCE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION (AQL)	METHOD OF MONITORING	MONTHLY UPI POINTS FOR EXCEEDING THE AQL
Statement of Work Subsection 5.8.16	CONTRACTOR shall ensure community colleges and Work Study subcontractors immediately notify the GAIN liaison if and when the participant does not attend or decides to drop the program	0.0 %	Random Sampling/MMR/Review of GEARS/Complaints	10 points per each reported incident

# **TECHNICAL EXHIBIT 6.3** **TRANSITIONAL SUBSIDIZED EMPLOYMENT/PAID WORK EXPERIENCE (PWE) FLOW CHART** Subsidized Training Participant Flow Chart



**ATTACHMENT B5  
CONTRACT BUDGET**

**CONTRACT BUDGET**

Community College Workstudy

**PROJECT NAME:** City of Hawthorne - GAIN**CONTRACTOR:** City of Hawthorne/SBWIB**CONTRACT PERIOD:** 2/27/07 - 6/30/07**CONTACT PERSON:****TELEPHONE NUMBER:**Sidney D. Smoot310.970.7796**ADMINISTRATIVE COSTS:****DIRECT COSTS****Salaries & Benefits (See Personnel Schedule)****Total Cost****Case Management/Administrative Staff:**

Salaries

\$ 73,169

Fringe Benefits (1)

\$ 24,907

**Personnel Subtotal****\$ 98,075****OPERATING COSTS (2)****Monthly Cost****Total Cost**

Supplies

333.33

\$ 1,500

Mileage (rate per mile x estimated mileage)

333.33

\$ 1,500

Postage

-

\$ -

Equipment (other than EDP)

-

Printing

-

Provider Training

-

Rent

-

Utilities

-

Telephones

-

Other (must be itemized)

3,050.00

\$ 13,725

**Operating Costs - Subtotal**

3,716.67

**\$ 16,725****INDIRECT COSTS (List all appropriate)**

(17.5% of Personnel Salaries. See Personnel Schedule)

**Indirect Cost - Subtotal**

2,845.44

\$ 12,804

**Total Administrative Cost****\$ 127,605****DIRECT SERVICES COSTS:****DIRECT SERVICES****\$ 382,767****Grand Total Contract Cost****\$ 510,372****Footnotes:**

(1) Calculated @ 34.04%

(2) All Operating costs must be reasonable and prorated by the percentage of uses in serving CalWORKs participants if costs includes other programs cost.

Contract Budget  
Operating Costs  
2/27/07 - 6/30/07

Attachment B5

Line Item: Other

	Monthly	Total Cost
Check Processing *	\$2,800.00	\$12,600.00
(Paid WEX)		
Bank Charges at \$250 per month **	\$250.00	\$1,125.00
Totals:	\$2,745.00	<u>\$13,725.00</u>

\* Based upon 350 participants receiving 9 checks at \$4.00 a check.

\*\* Based upon a program period of 4.5 months

# PERSONNEL SCHEDULE

CONTRACTOR: City of Hawthorne  
CONTRACT PERIOD: 2/27/07 - 6/30/07

CONTACT PERSON:  
TELEPHONE NUMBER:

Sidney Smoot  
310.970.7700

PERSONNEL SALARIES (1)	POSITION CLASSIFICATION	NO OF POSITIONS	MONTHLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST	TERM OF BUDGET	TOTAL COST
Robert Mejia	Emp. Serv. Mgr	1	9,332.00	3	279.96	3,359.52	4.5 mo	1,259.82
Charles Douglas	Fiscal Coord	1	4,033.00	3	120.99	1,451.88	4.5 mo	544.46
Tudorita Giulia	Emp Dev Auditor	1	8,261.00	16	1,321.76	15,861.12	4.5 mo	5,947.92
Rosemarie Sweeney	Senior EDS	1	7,771.00	6	466.26	5,595.12	4.5 mo	2,098.17
David Greene	EDA II	1	5,259.00	18	946.62	11,359.44	4.5 mo	4,259.79
Sub Total Salaries:						\$ 3,135.59		\$ 14,110.16
EMPLOYEE BENEFITS BY CLASSIFICATION								
Health Plan (2)			Robert Mejia	Charles Douglas	Tudorita Giulia	Rosemarie Sweeney	David Greene	(4) TOTAL
Dental Plan								
Retirement			395.58	170.96	1,867.65	658.83	1,337.57	-
SUI								-
Social Security								4,430.59
Worker's Compensation			14.36	6.21	67.81	23.92	48.56	160.86
Long Term Disability								
Holidays								-
Sick Leave								-
Vacation								-
Other (Medicare/Unemployment)			18.90	8.17	89.22	31.47	63.90	211.66
Life Insurance								-
Fringe Benefits per Classification								-
Fringe Benefit Subtotal			428.84	185.34	2,024.68	714.22	1,450.03	4,803.11
Total # of Positions by Classification			1.00	1.00	1.00	1.00	1.00	
Sub Total Fringe Benefits (3):			428.84	185.34	2,024.68	714.22	1,450.03	4,803.11

## Footnotes:

- (1) Contractors must be in compliance with the County's Living Wage Ordinance
- (2) Indicate if Cafeteria Plan
- (3) Fringe Benefits Subtotal per Classification x number of position



# PERSONNEL SCHEDULE

CONTRACTOR: City of Hawthorne  
CONTRACT PERIOD: 2/27/07 - 6/30/07

CONTACT PERSON:  
TELEPHONE NUMBER:

Sidney Smoot  
310.970.7700

PERSONNEL SALARIES (1)	POSITION CLASSIFICATION	NO OF POSITIONS	MONTHLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST	TERM OF BUDGET	TOTAL COST
Leticia Rhodes	Admin Assistant	1	5,716.00	25	1,429.00	17,148.00	4.5 mo	6,430.50
Tamika Hambrick	Data Control Clerk	1	4,951.00	25	1,237.75	14,853.00	4.5 mo	5,569.88
Kevin Fleming	Account Clerk	1	4,102.00	25	1,025.50	12,306.00	4.5 mo	4,614.75
Francisco Carillo	Sr. Account Clerk	1	3,812.00	25	953.00	11,436.00	4.5 mo	4,288.50
Oscar Robles	Admin Assistant	1	4,598.00	8	367.84	4,414.08	4.5 mo	1,655.28
Sub Total Salaries:					\$ 5,013.09	\$ 60,157.08		\$ 22,558.91

EMPLOYEE BENEFITS BY CLASSIFICATION							(4)	TOTAL
Health Plan (2) Dental Plan Retirement SUI Social Security Worker's Compensation Long Term Disability Holidays Sick Leave Vacation Other (Medicare/Unemployment) Life Insurance Fringe Benefits per Classification  Fringe Benefit Subtotal Total # of Positions by Classification  Sub Total Fringe Benefits (3):	Leticia Rhodes	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	2,019.18	1,748.94	1,449.03	1,346.59	519.76	7,083.50		
	73.31	63.50	52.61	48.89	18.87	257.18		
	96.46	83.55	69.22	64.33	24.83	338.39		
	-	-	-	-	-	-		
	2,188.95	1,895.99	1,570.86	1,459.81	563.46	7,679.07		
	1	1	1	1	1			
	\$2,188.95	\$1,895.99	\$1,570.86	\$1,459.81	\$563.46			
								</

## Footnotes:

(1) Contractors must be in compliance with the County's Living Wage Ordinance.

(2) Indicate if Cafeteria Plan

(3) Fringe Benefits Subtotal per Classification x number of position

# PERSONNEL SCHEDULE

Attachment B5

CONTRACTOR: City of Hawthorne  
CONTRACT PERIOD: 2/27/07 - 6/30/07

CONTACT PERSON:  
TELEPHONE NUMBER:

Sidney Smoot  
310.970.7700

PERSONNEL SALARIES (1)	POSITION CLASSIFICATION	NO OF POSITIONS	MONTHLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST	TERM OF BUDGET	TOTAL COST
New Hire	EDA II	1	4,817.00	100	4,817.00	57,804.00	4.5 mo	21,676.50
New Hire	Account Clerk	1	3,294.00	100	3,294.00	39,528.00	4.5 mo	14,823.00
			Sub Total Salaries:		8,111.00	97,332.00		36,499.50
Total Salaries: \$73,168.57								

EMPLOYEE BENEFITS BY CLASSIFICATION				Account Clerk		(4)	TOTAL
Health Plan (2)				-	-	-	
Dental Plan				-	-	-	
Retirement				-	-	-	
SUI	6,805.42			4,654.42		-	11,460.84
Social Security							
Worker's Compensation	247.11			168.98		-	416.09
Long Term Disability							
Holidays							
Sick Leave							0.00
Vacation							
Other (Medicare/Unemployment)	325.15			222.35		-	547.50
Life Insurance	-			-		-	
Fringe Benefits per Classification	-			-		-	
Fringe Benefit Subtotal	7,378.68			5,045.75		-	\$12,424.43
Total # of Positions by Classification	1			1		-	
SubTotal Fringe Benefits (3):	\$7,378.68			\$5,045.75			\$12,424.43
Total Benefits: \$24,906.61							

## Footnotes:

- (1) Contractors must be in compliance with the County's Living Wage Ordinance
- (2) Indicate if Cafeteria Plan
- (3) Fringe Benefits Subtotal per Classification x number of position

Los Angeles Community College Workstudy (350 pts)

PROJECT NAME

City of Hawthorne - GAIN

CONTRACTOR:

City of Hawthorne/SBWIB

CONTRACT PERIOD:

2/27/07 - 6/30/07

CONTACT PERSON:

Sidney D. Smoot

TELEPHONE NUMBER:

310.970.7796

LIST TYPES OF SERVICE:			ESTIMATED CASELOAD	COST PER CASE	TOTAL COST

1

Workstudy Wages (25% of \$9 per hour @ 20 hrs/wk for 18weeks)

350

\$ 810.00

\$ 283,500.00

2

Employer Payroll Taxes:

FICA (1)

350

\$ 247.86

\$ 86,751.00

Worker's Compensation (2)

350

\$ 35.76

\$ 12,516.00

Direct Services Total:

\$ 382,767.00

(1) Assuming FICA & Medicare @ 7.65%

(2) Assuming WC at 1.10367% with 100% of the participants being placed into clerical positions.

**ATTACHMENT H**

**SAMPLE MONTHLY INVOICE**

## Attachment H

**SAMPLE MONTHLY INVOICE GAIN VOCATIONAL INTERMEDIARY AND DIRECT SERVICES  
TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE/PWE) PROGRAM  
REQUEST FOR CASH/INVOICE FOR THE MONTH OF  
PROGRAM PERIOD: FEBRUARY 27, 2007 - JUNE 30, 2007**

Page 7 of 7

Agency:			SBWIB STAFF USE ONLY	
Address:			Program Staff Review:	Date:
City:	State:	Zip:	Fiscal Review:	Date:
Contract No.:			Fiscal Approval:	Date:
Request Period:		Req. No.:	Amount Paid:	Enc. No.:

<b>COST REIMBURSEMENT</b>
---------------------------

**COST CATEGORIES****Actual Cost**

- I. \* One-Stop Svcs. (Assessment, Job Dev. & Case Mgt. Serv.)
- II. \*\* Paid Work Experience (PWE)
- III. \*\* Modified grant diversion
- IV. \*\* On-the-Job Training
- V. \*\*\* Education & Employment Training (Classroom Trng.)
- VI. \*\*\*\* CBO Coordination of Support Services
- VII. \*\*Work Study

_____
_____
_____
_____
_____
_____
_____

**GRAND TOTAL COST CATEGORIES**

=====
-------

- \* Attach detail listing of participant(s) served.
- \*\* Attach employee(s) timesheet.
- \*\*\* Attach classroom training verification.
- \*\*\*\* Attach listing of participant(s) referred.